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MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Administrative Officer, Office of the  
Director

SUBJECT : Selection of Participants for the CIA  
Senior Seminar

1. In the past, the Training Selection Board, Office of Training has selected participants for the Senior Seminar from lists of candidates submitted by each Directorate. We feel that this selection procedure was useful for the first few runnings of the Seminar, but that for the future it would be more appropriate if the final selection of participants were to be decided within each of the Directorates.

2. To accomplish this, I have asked the Director of Training to devise quotas - for each Directorate and for the Office of the Director - for calendar year 1975. The Director of Training suggested that the quotas be based on the capacity of the Senior Seminar program and on planning for the Seminars as expressed by the Directorates in Annual Personnel Plan submissions for calendar 1975.

a. Concerning the capacity of the Senior Seminar program, the Director of Training plans to run the Seminar twice during calendar year 1975, as in past years. Senior Seminar #7 will be run from 9 March - 9 May. Senior Seminar #8 will be run from 21 September - 26 November. The capacity for each running is 20 participants - a total of 40 for the year.

b. In the Annual Personnel Plan, numbers of candidates for the Seminar were fairly equally distributed among the Directorates. The statistics suggest the following annual quotas:

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Office of the Director      Approximately 2% or 1 participant per year

Deputy Director for Science and Technology      25% or 10 participants per year

Deputy Director for Intelligence      Approximately 23% or 9 participants per year

Deputy Director for Operations      25% or 10 participants per year

Deputy Director for Administration      25% or 10 participants per year

3. Using these quotas, we have prepared the following schedule for Senior Seminar numbers seven and eight:

<u>Component</u>	<u>Senior Seminar #7</u> <u>9 March - 9 May 1975</u>	<u>Senior Seminar #8</u> <u>21 September - 26 November 1975</u>
O/Director	1	0
DD/S&T	5	5
DD/I	4	5
DD/O	5	5
DD/A	5	5
Total Participants	20	20

Nominations for Seminar #7 participants should be submitted to the Director of Training by 15 January 1975. The deadline for nominations for Seminar #8 is 1 August 1975.

4. Should you not desire to use the total allocation for your Directorate, the resulting vacancies will be distributed among the other Directorates. Similarly, your Senior Training Officer will be advised of vacancies made available by other Directorates.

5. As in the past, nominations for the Seminars should be limited to supergrade and promising GS-15 officers. To make the most of the Seminars as investments for both the nominee and the Agency, participants should represent the most successful and promising of your officers and should have a reasonable future tenure with the Agency.

STATINTL

John F. Blake  
Deputy Director  
for  
Administration

cc: Director of Training